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Solicitation No: BHR/PVC-02-007

Issuance Date: August 31, 2001

Closing Date: November 16, 2001

Subject: Ocean Freight Reimbursement (OFR) Program for Fiscal Years (FY) 2002 and 2003

Dear Colleague:

I am pleased to announce the Ocean Freight Reimbursement (OFR) Program for Fiscal Years (FY) 2002 and 2003. Registered U.S. private and voluntary organizations (PVOs) are welcome to apply for reimbursement for the costs of their ocean freight commodity shipments. The deadline for accepting applications is **November 16, 2001**.

PVOs seeking funding under this program should give careful attention to the enclosed application guidelines that describe the purpose, scope and selection process for the program, and provide specific instructions on the application format. Again, this year we will implement a two-year worldwide OFR Program. A single application will cover both FY 2002 and FY 2003. Separate applications for each fiscal year are not required.

Adherence to the guidelines will form the basis of the selection review process managed by the Office of Private and Voluntary Cooperation (PVC). The OFR Request for Application will be discussed in detail at the upcoming annual PVC/PVO Partnership Conference on September 13 - 14, 2001 at the Marriott Wardman Park Hotel, 2660 Woodley Road, NW, Washington, D.C. Please call (202) 204-3088, ext. 106 for workshop information. The application can also be downloaded from the USAID/PVC web site located at [http://www.usaid.gov/hum\\_response/pvc/](http://www.usaid.gov/hum_response/pvc/).

Competition for the OFR Program continues to be keen. The number of PVOs eligible to compete for OFR funds increases each year while the funding level remains constant. Total funding for FY 2001 was \$2.8 million for the worldwide program. For the two-year program, OFR awards in FY 2002 and 2003 will not exceed \$150,000 for each year. We believe this will allow more PVOs to have an opportunity to participate in the OFR program. We encourage PVOs who have not previously benefited from this program to apply. Given the high level of competition expected, we urge all prospective applicants to respond as completely and as thoroughly as possible to each section of the application.

The Department of State's Office of the Special Advisor to the President and the Secretary of State on Assistance to the New Independent States (NIS) manages a program that provides humanitarian transportation assistance to the NIS for qualified PVOs. The Department of State will collaborate

with PVC in offering separate transportation access to transport goods to the NIS. Therefore, the OFR Program will not consider or review requests for the NIS in this 2-year cycle. Our collaboration with the Department of State offers a separate mechanism to transport goods to the NIS. PVOs interested in pursuing the NIS-only program should correspond with Counterpart International concerning the eligibility requirements, instructions and application forms. All questions should be addressed to Counterpart International, 1200 18<sup>th</sup> Street, NW, Suite 1100, Washington, DC 20036.

Attn: Marilyn McKenzie. Counterpart may also be reached by phone at (202) 296-9676, ext. 529 or by fax at (202) 296-9679.

We look forward to receiving many fine applications this year and appreciate the opportunity to collaborate with you as a partner in overseas development. Should you have any questions, please call Kevin C. Rafferty at (202) 712-4795.

Sincerely,

Judith W. Gilmore  
Director  
Private and Voluntary Cooperation  
Bureau for Humanitarian Response

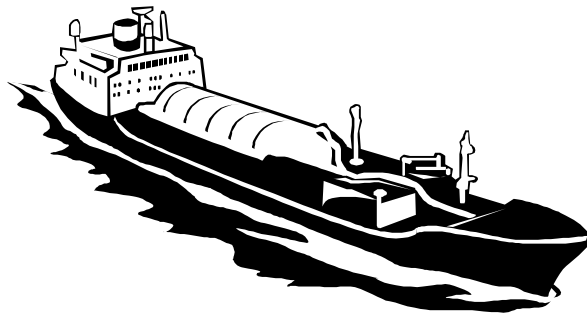
**UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT**

**BUREAU FOR HUMANITARIAN RESPONSE  
OFFICE OF PRIVATE AND VOLUNTARY COOPERATION**

**FISCAL YEARS 2002/2003**

**OCEAN FREIGHT REIMBURSEMENT PROGRAM**

**REQUEST FOR APPLICATIONS  
(RFA)**



**APPLICATION SUBMISSION CLOSING DATE: November 16, 2001**

**Issuance Date: August 31, 2001**

**Solicitation No: BHR/PVC-02-007**

**Web Address: [http://www.usaid.gov/ftp\\_data/pub/OP/RFA](http://www.usaid.gov/ftp_data/pub/OP/RFA)**

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## **LIST OF ACRONYMS**

BHR	Bureau for Humanitarian Response
FTF	Farmer To Farmer
DIP	Detailed Implementation Plan
FY	Fiscal Year
IR	Intermediate Result
LOP	Life of Project
OFRP	Ocean Freight Reimbursement Program
NGO	Non-Government Organization
NIS	New Independent States
OP	Office of Procurement
PVC	Office of Private and Voluntary Cooperation
PVO	Private Voluntary Organization
RFA	Request for Application
SO	Strategic Objective
TA	Technical Assistance
USAID	United States Agency for International Development

# **I. BACKGROUND**

## **A. Overview of the Office of Private and Voluntary Cooperation**

PVC, operating within USAID's Bureau for Humanitarian Response, is the principal office within USAID for promoting the development of partnerships with private voluntary organizations (PVOs) and cooperative development organizations (CDOs). PVC is a critical participant in the development of Agency policies that affect these non-governmental organizations (NGOs). PVC is responsible for registering PVOs for the Agency and is a central point of contact in USAID for information on PVO capabilities and programs.

PVC administers and funds a number of competitive grants programs that support PVOs and their in-country partners to address critical development needs. PVC's grants programs include Matching Grants, Child Survival, Cooperative Development, Victims of Torture, Farmer-to-Farmer, Development Education, and Ocean Freight Reimbursement.

## **B. PVC's Program Strategy**

PVC's primary mandate is to strengthen the capacity of PVOs to design and implement innovative and effective development activities in priority sectors of mutual interest to USAID and the PVO community. PVC's Strategic Objective is "to increase the capability of PVC's PVO partners to achieve sustainable service delivery." At the same time, PVC seeks to ensure that increased capacity results in effective service delivery at the local level.

Activities to achieve this objective include the following:

- ❑ improving the operational and technical capacity of PVOs;
- ❑ strengthening USAID and PVO partnerships;
- ❑ strengthening partnerships between PVOs and in-country nongovernmental organizations;
- ❑ improving the mobilization of resources for development activities; and
- ❑ raising U.S. public awareness of the importance of USAID's development assistance programs.

PVC's Strategic Plan outlines PVC's program directions and provides a framework for PVC funded grants programs. To understand how the grants contribute to achieving PVC's strategic objectives, all prospective applicants are urged to familiarize themselves with the Strategic Plan and the latest Results Review (R2). To download PVC's Strategic Plan and R2, go to PVC's homepage at [http://www.usaid.gov/hum\\_response/pvc/pvcpubs.html](http://www.usaid.gov/hum_response/pvc/pvcpubs.html)

PVC is in the process of developing a new five-year Strategic Plan. Program priorities have emerged based on the lessons learned in the current strategy, an assessment of past performance, and an analysis of current trends. These priorities incorporate new program approaches and strategies that may be implemented within the existing PVC grant programs. These include the following.

### *1. New Program Approaches*

PVC will support opportunities for PVOs to address critical and emerging issues. Illustrative examples include: a) developing rapid response and multi-sectoral approaches to HIV/AIDS in countries where the diseases are prevalent; or b) testing new program approaches to incorporate

more conflict mitigation efforts within development programs. These types of approaches will enhance PVC's continuing programs in all Agency sectors.

## *2. Development of Strategic Partnerships*

PVC will increase involvement and investment through partnerships with corporations, universities, and foundations that will result in increased parallel investments in PVO development programs. Some examples include: a) forging partnerships with agribusinesses to increase private sector investments in preventive maternal and child health services; or b) leveraging U.S. business support for social and economic development programs implemented by U.S. PVOs and local coffee cooperatives.

## *3. Enhance Networks and Coalitions*

PVC will fund programs that strengthen national and in-country coalitions and networks to become stronger implementers and advocates in priority sectors such as agriculture, environment, health, education, civil society, and human rights. Working with these groups can: enhance policy reform, technical leadership, shared learning, and innovation; expand impact; and create sustainable programs.

## *4. Strengthen Local Organizations*

PVC supports partnership efforts to increase the capacity of PVOs to strengthen regional, national, and local groups to improve their ability to design and deliver services. The role of the PVO is evolving from that of a direct service provider to that of a facilitator of the work carried out by nongovernmental organizations, cooperatives, cooperative development organizations, and in-country civil-society organizations. As programs and services become increasingly decentralized, these partners are playing an important role in assisting local governments to develop and implement equitable and sustainable services.

## *5. Expand and Replicate Proven Program Approaches*

PVC will fund programs that place priority on expanding effective and successful programs (such as scaling-up), transferring technical capacity to nongovernmental organizations and other local groups to implement these programs, and institutionalizing the skills needed to sustain programs and learning. PVC also will support the policy reform and advocacy processes needed for national or multi-country replication.

## *6. Promote PVO Organizational and Technical Development*

PVC will continue to support organizational and technical development, especially for PVOs that want to work in, or expand into, new sectors. Examples include promoting:

- ❑ relief PVOs that want to build development capacity in health and child survival;
- ❑ development PVOs that want to integrate HIV/AIDs activities in their microenterprise programs;
- ❑ agricultural PVOs that want to move to a multisectoral approach by offering business development services; and
- ❑ development PVOs working in conflict prone countries that want to address issues of conflict and natural disaster within the context of development needs.



## *7. Strengthen Information Technology*

PVC will support PVOs and their partners' efforts in developing their organizational capacity to take full advantage of information technology, including accessing emerging media communication to meet their needs. Examples include:

- ❑ Spurring the deployment of advanced information infrastructure to remote and other under served populations;
- ❑ Providing education and training to local entrepreneurs, knowledge workers, policymakers and regulators; and
- ❑ Fostering the use of information technology in agriculture, commerce, health, education, the environment and other sectors supported by USAID.

### **C. Overview of the Ocean Freight Reimbursement Program**

The Ocean Freight Reimbursement Program (OFR) allows USAID to reimburse registered PVOs for their ocean freight transportation costs. Recipients ship a variety of goods overseas for use in privately funded development and humanitarian assistance programs. Additional background information on the OFR Program can be found on the PVC homepage at [http://www.usaid.gov/hum\\_response/pvc/](http://www.usaid.gov/hum_response/pvc/)

The OFR Program reimburses PVOs for freight charges incurred and paid for transporting donated or purchased supplies from U.S. ports or from foreign ports (in the case of excess or surplus property supplied by the United States) to ports of entry in the recipient country. In the case of landlocked countries, OFR funds will pay for inland transportation, such as transport from point of entry to final destination, where a consignee receives the goods. Recipients are required to absorb all the ancillary costs for shipping the freight overseas, such as packing, crating, warehousing, insurance, and inland transportation in the United States and recipient countries that are not landlocked. In these ways, this modest program leverages many times the value of commodities shipped to USAID dollars spent.

The OFR Program objective is to pay transportation charges on shipments by private voluntary organizations registered with USAID to further the efficient use of U.S. voluntary contributions for development, relief, and the rehabilitation of friendly peoples.

## **II. ELIGIBILITY REQUIREMENTS AND PROGRAM PRIORITIES**

### **A. Funding Priorities**

PVC invests USAID resources in well-designed, innovative, technically sound, cost-effective programs that focus on activities and strategies that are expected to have the greatest and most sustainable impact.

PVC's priorities include supporting programs that do the following:

- ❑ contribute to PVC's and the private and voluntary organization's (PVO's) long-term strategic goals and objectives;
- ❑ include deliverables at reasonable cost and with a high potential for sustainability;

- ❑ develop synergies with other sector programs on the same site, such as food aid, microenterprise, water and sanitation, and agriculture, carried out by the same PVO or complementary to other organizations; and
- ❑ work in partnership with regional, national, or in-country organizations.

## **B. Eligibility and Program Requirements**

All applications will be reviewed for eligibility against the requirements outlined below and for conformity and consistency with the specifications stated in these guidelines and in the attached application form.

### *1. Eligibility Requirements*

To be eligible for funding under the PVC Grants Programs, an organization must meet the following criteria:

- ❑ be a PVO, currently registered with USAID at the time of application submission, except for the FTF and Cooperatives Programs;
- ❑ receive at least 20% of its total annual financial support for its international programs from non-U.S. government sources;

### *2. Program Requirements*

Proposed programs must meet the following criteria:

- ❑ be in an eligible country or countries (Annex A);
- ❑ involve partnerships with a local government, nongovernmental organization, community partner, or other in-country organization;
- ❑ submit a consignee affidavit (Annex B) to show that it has staff or consignees in-country to ensure proper pick-up and distribution of commodities; and
- ❑ provide Duty-Free Status Certification with the application for each country to which commodities will be shipped.

## **C. Program Restrictions**

The OFR program cannot be used under the following circumstances:

- ❑ In countries not included on the Eligible Country List (Annex A).
- ❑ In countries not approved by PVC where the PVO does not have staff or consignees to ensure proper pick-up and distribution of commodities.
- ❑ Where the PVO charges the consumer a fee for the supplies or commodities proposed to be shipped under the OFR program (unless prior written approval is given).  
Exceptions may be considered in special cases, following a request to PVC and based on PVC approval, such as the sale to recipients at nominal cost or as payment for work performed to promote projects of self-help and economic development. However, in no case shall supplies be withheld from needy persons because of their inability to pay or to work.
- ❑ To support commodities funded by the U.S. Government or supported by USAID-funded programs.
- ❑ To ship religious or proselytizing materials or P.L. 480 food commodities.

### III. APPLICATION INSTRUCTIONS

#### A. Preparation and Submission Instructions

##### *1. Submission to PVC*

Funding requests must be made by completing the enclosed application. Applications must be legible and on standard, letter-size, 8 ½” by 11” paper.

- ❑ The body of the application is not to exceed 29 numbered pages, and with the budget and attachments are not to exceed 50 numbered pages in total.
- ❑ The text of the application should be cast in Times New Roman font, 12-point size. There are two exceptions: 1) budgets may be in a slightly smaller font (10 point), and 2) tables may use smaller fonts, but must be easily readable. No typeface or characters should be smaller than 10 characters per inch.
- ❑ Submit one original and five copies of the entire application, including all attachments. The original should be printed on plain paper, single-sided, and unbound, so that it is “photo ready.” The five additional copies should be on plain paper, single-sided, and bound.
- ❑ Submit all attachments and supplemental documents (such as duty-free status certification) in English. Foreign documents accompanied by an English translation are acceptable.
- ❑ All requests for Ocean Freight Reimbursement funding for FY 2002 and 2003 must be made by completing a single application packet. Separate applications are not required for each fiscal year.

All applications (**original and 5 bound single-sided copies**) must be submitted under cover letter to the address below and received no later than **November 16, 2001**. Applications should be sent to:

##### **By Mail:**

Kevin C. Rafferty  
Ocean Freight Review Committee  
Agency for Int'l Development  
BHR/PVC/IPS, Room 7.6 D  
Ronald Reagan Building  
Washington, DC 20523-7600

##### **Courier/Federal Express:**

Kevin C. Rafferty  
Ocean Freight Review Committee  
USAID/BHR/PVC, Room 7.6 D  
Ronald Reagan Building  
1300 Pennsylvania Avenue, NW  
(Enter at 14th Street Lobby)  
Washington, DC 20024-3002  
(202) 712-4795

##### **USAID Washington Contact**

Any subsequent questions concerning these guidelines or the grant program, in general, should be referred to Kevin C. Rafferty, Chair of the Ocean Freight Reimbursement Program Review Committee, telephone (202) 712-4795 or (301) 699-5550. Written inquiries may be directed to the above address.

This RFA can be downloaded from the Agency web site. The Worldwide Web address is <http://www.info.usaid.gov>. Select "Business and Procurement Opportunities" from the home page, then "USAID Procurement." Select "Download Available USAID Solicitations." It is the responsibility of the recipient of this solicitation document to ensure that it has been received from Internet in its entirety. USAID bears no responsibility for data errors resulting from transmission or conversion processes.

## *2. Application Check List:*

- ☐ Cover Letter
- ☐ Budget
- ☐ Body of Application

### PVO Contact Information

1. Overview of the Applicant
2. Program Description
  - Situational Analysis and Rationale for OFR Support
  - Program Objectives
  - Commodities
  - Partnership Formation
3. Program Management and Structure
  - Organizational Structure
  - Receiving and Distribution System
  - Pipeline
  - Contingency and Security Planning
4. Consignee Affidavit (See Annex B) and Duty-Free Status: New applicants must attach a consignee affidavit and certification from the recipient government(s) that the applicant may import commodities duty-free for each country. Current OFR recipients must include these documents for each new country being added to their approved-country list.

## **B. Budget**

Complete the budget sheets for the countries targeted for FY 2002 showing amount of FY 2002 OFR funds requested and the estimated value of those goods to be shipped. This is the estimated budget for your program(s). Previous recipients of OFR program funds are to asterisk the countries that are new to the OFR program in FY 2002.

APPLICANT NAME: \_\_\_\_\_

FY 2002 OCEAN FREIGHT REIMBURSEMENT PROGRAM BUDGET SHEET  
COUNTRY SUMMARY LIST



## FY 2002 Continuation Budget Sheet

[illegible]



## FY 2003 Continuation Budget Sheet

[illegible]



## C. Application Format

### *PVO Contact Information*

Include a summary sheet with the following information:

- ☐ Organization Name
- ☐ Contact Person
- ☐ Address
- ☐ Telephone Number
- ☐ Email Address
- ☐ Grant Program --- Ocean Freight Reimbursement Program

### *1. Overview of the Applicant (4 pages maximum) – [10 points]*

The overview is meant to give the review committee an understanding of the PVO that will implement this program. Please bear in mind that not all reviewers will be familiar with every PVO and its capabilities. Briefly describe:

- ☐ your organization's mission, goals, and objectives and, in particular, **how they relate to the proposed program;**
- ☐ the major technical sectors in which the organization works and your history working in the sector(s); and
- ☐ the alternative sources of funds (donors, private funds, foundations, etc.) available to cover transportation costs in your programs. How much is provided annually from each source?

Provide information on your prior experience in the area of commodity shipments. Based on your experience over the past two years provide the following information:

2001

Program Description	Commodity Shipped	U.S.\$ Value	*Ancillary Costs	+	Ocean Freight Costs	=	Total Costs
---------------------	-------------------	--------------	------------------	---	---------------------	---	-------------

2000

Program Description	Commodity Shipped	U.S.\$ Value	*Ancillary Costs	+	Ocean Freight Costs	=	Total Costs
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\*Includes: packing/crating; warehousing; insurance; inland transportation (U.S. and recipient country inland costs). These ancillary costs are not allowable under the OFR program except inland transportation for landlocked countries.

2. *Program Description (15 pages maximum) – [60 points] Points for sub-sections are in brackets.*

Provide the following:

- a) Situational Analysis and Rationale for OFR support: [10 points] Describe the current conditions in each country your organization is proposing to work; discuss factors likely to affect proposed program outcomes and discuss the justification for providing support to your organization. Include the following:
- ❑ Identify the country(ies) in which you are proposing to work. Discuss prior experience working with the host country government(s) in the countries where this program will operate.
  - ❑ Describe the intended beneficiaries, including their estimated number by **gender** and age and their needs. Discuss how you estimated the number of beneficiaries and the techniques used to determine their needs (e.g. surveys, census data, needs assessment).
  - ❑ Discuss why your organization has a comparative advantage in carrying out this work. Cite prior relevant experience using specific examples and data. Identify any opportunities for synergy with other programs, donors, or sectors, and discuss how the programs might work together and support one another.
  - ❑ Discuss the potential for conflict and/or natural disasters in these countries and how that may impact the program.
- b) Program Objectives: [25 points] Describe in greater detail the major objectives of this program.
- ❑ Identify and describe in detail the objective(s) of the program(s) for which you are seeking OFR funds. Provide the program duration and timeframe.
  - ❑ Discuss how the OFR program would support or enhance the humanitarian relief and/or long-term development objectives of the program or that of your partner(s) in the countries you have proposed.
  - ❑ Describe how the applicant will use this grant to strengthen the capacity of your organization and your partners.
- c) Commodities: [15 points] Describe in greater detail the commodities that will be shipped to each country program. Link this discussion to the objectives of these programs.
- ❑ Discuss the type of commodities that will be shipped to each country(ies) and explain how the goods will respond to the specific needs of the beneficiaries as outlined in a) above. State in what way(s) shipping these commodities will improve program operations, increase access or the quality of the program(s).

- ❑ Complete the following tables on the commodities that will be shipped:

**Table 1** Provide a summary table under the OFR Program in FY 2002 and FY 2003 that lists the countries, percent of OFR commodities being shipped, program focus, types of commodities, and if the commodities are either donated or purchased.

EXAMPLE Table 1

Country	% of OFR commodities being shipped	Type of Program	Commodities	Donated/ purchased
Peru	60%	Refugee Programs	Medical Supplies - Vitamins - ORS	P
Kenya	20%	Primary Education	Education Materials - books	D
Liberia	20%	Food Security	Agricultural Supplies-tractors	P & D
<b>TOTAL</b>	<b>100%</b>			

**Table 2** Indicate the percentage of the following categories of supplies to be shipped under the OFR program in FY 2002 and FY 2003:

EXAMPLE Table 2

Type of Commodity	2002	2003
Agricultural Supplies	%	%
Clothing	%	%
Disaster items	%	%
Educational supplies	%	%
Medical supplies	%	%
Non-P.L. 480 food	%	%
Vehicles	%	%
Other	%	%
<b>Total:</b>	<b>100%</b>	<b>100%</b>

d) Partnership Formation: [10 points] Identify your proposed program partners and provide a rationale for the selection of these partners.

- ❑ Provide a description of the partner's (s') experience in the program and in the delivery of commodities.
- List your partners for this program;
  - Discuss your organization's approach to working with in-country implementation partners. Cite the success you have had with your approach;
  - Discuss your partner's (s') involvement in developing this application;
  - Describe any training your partners have had on the equipment or supplies you send and maintain; and

- Note whether you have a memorandum of understanding or other agreement with your host country partners.

**3. Program Management and Structure (10 pages maximum excluding tables) – [30 points]** *Points for sub-sections are in brackets.*

This section provides an overview of the management of the proposed program. Please be sure to highlight those areas of program management, like receiving and distribution, that were not discussed under the Program Description section.

**a) Organizational Structure: [10 points]**

- ❑ Discuss how the PVO U.S. headquarters will ensure effective support to the field for this program. Include the number of personnel that manage the OFR program both in the field and at the headquarters.
- ❑ Provide an organizational chart of the applicant PVO that clearly delineates the key personnel responsible for backstopping the program in the U.S. headquarters office and in the field.

**b) Receiving and Distribution System: [20 points]**

- ❑ Identify if your organization has a physical presence in each country where the proposed program will operate. If the PVO does not have a physical presence in the country, then identify who is responsible for receiving and distributing the commodities and describe criteria for consignee selection.
- ❑ Describe the entire process of receiving and distributing the OFR support commodities, i.e., clearing customs, warehousing, transportation and distribution of goods to final destination.
- ❑ Describe how your organization monitors the OFR shipment from shipping dock to the final distribution. Include a discussion of the following elements: reporting requirements, physical inspection, inventory control, distribution schedule, on-site inspection and beneficiaries' response.
- ❑ Cite any experiences concerning lost and/or stolen goods (i.e., percent of loss to value of total goods shipped) and the steps taken to safeguard the distribution process.

**Pipeline:**

Prior year OFR grantees with a residual pipeline of 50% or more will receive less funding if approved this budget cycle.

PVOs with existing OFR procurement authorizations must provide the following information:

- ❑ Outline the amount of OFR funds currently available for use from OFR awards in years prior to and including if applicable, FY 2001.

<b><u>Procurement Authorization No.</u></b>	<b><u>Amount of Award</u></b>	<b><u>Amount Spent</u></b>	<b><u>Amount Available</u></b>

- ❑ Indicate the schedule/plan for expending any balance of OFR funds by December 31, 2001 (if applicable.)

- ❑ Estimate costs to ship commodities under the OFR Program in FY 2002.

Total shipping costs	\$ _____
Less ancillary costs	_____
FY 2002 OFR funds requested	_____

- ❑ Estimate costs to ship commodities under the OFR program in FY 2003.

Total shipping costs	\$ _____
Less ancillary costs	_____
FY 2003 OFR funds requested	_____

- c) Contingency and Security Planning: Natural and man-made disasters affect a substantial number of development programs at some time during the course of implementation. Briefly outline plans to prevent and mitigate the effects of security problems or other emergencies on your organization's staff and property to ensure the security and safety of program personnel. For more information on security issues go to [www.usaid.gov/hum\\_response/ofda/files/pvoguide.pdf](http://www.usaid.gov/hum_response/ofda/files/pvoguide.pdf), page 55.

## IV. REVIEW PROCESS AND SELECTION CRITERIA

All applications that meet the eligibility and program requirements and conform to instructions in the RFA will be reviewed and scored. The Review Panel will be composed of PVC project officers, other staff members from USAID offices with related interests and appropriate expertise, and specialized technical reviewers from outside the Agency.

Each application will be scored only by USAID direct hires based on reviews and inputs from the panel members.

### A. Selection Criteria

#### 1. Overview of the Applicant (10 Points)

#### 2. Program Description (60 Total Points)

- *Situational Analysis and Rationale for OFR Support (10 Points)*
- *Program Objectives (25 Points)*
- *Commodities (15 Points)*
- *Partnership Formation (10 points)*

#### 3. Program Management (30 Total Points)

- *Organizational Structure (10 Points)*
- *Receiving and Distribution System (20 Points)*

PVC will review the application carefully for necessary and reasonable costs to support the proposed program.

### B. Application Review and Notification Cycle

This framework summarizes the annual cycle of the issuance of a request for application (RFA) and the application process.  <u>Note:</u> Not all PVC programs issue an annual RFA.	<b>TIMEFRAMES</b>	
		Comments
<b><u>RFA Release Date</u></b>	August 31	
<b><u>Application Due Date</u></b>	November 16	
<b><u>Notification to Applicant and Agreement Signed</u></b>	May/June	

## **V. NEGOTIATION AND AWARD**

### **A. Authority to Obligate the Government**

The USAID agreement officer is the only individual who may legally commit the government to the expenditure of public funds. No costs chargeable to the proposed procurement authorization may be incurred before receipt of a signed and executed procurement authorization.

### **B. Program Funding**

#### *1. Amount of Awards*

The number of PVC applicants to the OFR Program has steadily risen, while the availability of funds for the Program remain limited. The competition for these funds has further increased the importance of the Review Committee's review process. In order to maximize the number of PVO recipients each year, awards will not exceed \$150,000 per organization.

### **C. Requirements for Funded Programs**

#### *1. USAID Responsibilities*

Cooperative agreements are conditional grants that have substantial involvement by USAID in the implementation of the program. BHR/PVC will be substantially involved during the period of the cooperative agreement. Specifically, the agreement officer, or the cognizant technical officer, or the project officer will provide the following:

- ❑ Approval of changes in the program description. This includes changes in specific activities, program location, commodity categories, designated consignees, and procurement authorization extensions. Some of these changes may require a modification to the procurement authorization by the agreement officer.

#### *2. PVO Recipient Responsibilities*

The selected PVO recipients will be responsible for implementing the program in accordance with USAID's terms and conditions and all other applicable USAID regulations. PVOs will also be responsible for the following activities and documentation during the life of the program for which the PVO receives a grant:

- ❑ Making all transportation arrangements which are not subject to cargo preference;
- ❑ Shipping at least 50 percent of the total amount of OFR commodities on U.S. flag vessels. Those commodities not shipped on U.S. flag vessels must be shipped on vessels registered under the flag of any free world country, flag vessels of developing countries or any free flag vessels;
- ❑ Shipping only the approved commodities to the eligible countries authorized on the procurement authorization;
- ❑ Obtaining prior approval from BHR/PVC to extend a prior year procurement authorization which has an unexpended balance;
- ❑ Paying for all ancillary costs involved in making shipments under the Ocean Freight programs; i.e., acquiring the goods, packing, crating, warehousing, etc.;

- ❑ Obtaining prior approval to add additional eligible countries to the original Procurement Authorization; and
- ❑ Submitting a copy of USAID Form 1550-6, “Voluntary Agency Quarterly Report of Shipping Activity”.

The awards made pursuant to this RFA will be subject to the requirements of Title 22 of the *Code of Federal Regulations*, Part 226, "Administration of Assistance Awards to U.S. Non-Governmental Organizations," Part 202, “Overseas Support of Supplies by Voluntary Non-Profit Relief Agencies,” and the applicable Standard Provisions for U.S. Non-Governmental Grantees. The Standard Provisions and 22 CFR Parts 226 and 202 are available on the USAID website at <http://www.usaid.gov> and [http://www.usaid.gov/ftp\\_data/pub/handbooks/crf22](http://www.usaid.gov/ftp_data/pub/handbooks/crf22)

Applications for reimbursement consist of:

- ❑ Commercial Bill of Lading
- ❑ USAID Form 1550-1, “Voluntary Agency and Carrier Certificate”
- ❑ Completed SF 1034, “Public Voucher for Purchases and Services Other Than Personal”
- ❑ The SF 1034 must include the award number (referenced on the procurement authorization) and the banking information (American Banking Association number and bank account number).

Applications for reimbursement must be submitted within 60 days of the date of the related commercial bill of lading. In the case of inland transportation costs to landlocked countries, applications for reimbursement must be submitted within 180 days of the related commercial bill of lading.

**Applications for reimbursement should be submitted to:**

**Agency for International Development  
Ronald Reagan Building  
USAID/FM/CMP/DC, Room 7.07  
1300 Pennsylvania Ave., NW  
Washington D.C. 20523-7700**



## **ANNEX A: Eligible Country List FY 2002 And FY 2003 OFR Grant Applications Worldwide Program**

### **AFRICA**

Angola  
Benin  
Botswana  
Burkina Faso  
Burundi  
Cameroon  
Cape Verde  
CAR  
Chad  
Comoros  
Congo  
Cote d'Ivoire  
Democratic Republic of the Congo  
Djibouti  
Equatorial Guinea  
Eritrea  
Ethiopia  
Gambia  
Ghana  
Guinea  
Guinea-Bissau  
Kenya  
Lesotho  
Liberia  
Madagascar  
Malawi  
Mali  
Mauritania  
Mozambique  
Namibia  
Niger  
Nigeria  
Rwanda  
Sao Tome  
Senegal  
Seychelles  
Sierra Leone  
Somalia  
South Africa  
Sudan  
Swaziland  
Tanzania  
Togo  
Uganda  
Zambia  
Zimbabwe

### **ASIA**

Afghanistan  
Bangladesh  
Burma  
Cambodia  
Cook Islands  
Fiji  
India  
Indonesia  
Kiribati  
Laos  
Marshall Islands  
Micronesia  
Mongolia  
Nepal  
Niue  
Pakistan  
Papua New Guinea  
Philippines  
Solomon Islands  
Sri Lanka  
Thailand  
Tonga  
Tuvalu  
Vanuatu  
Vietnam  
Western Samoa  
**EUROPE**  
Albania  
Bosnia-Herzegovina  
Bulgaria  
Croatia  
Czech Republic  
Estonia  
Hungary  
Kosovo  
Latvia  
Lithuania  
Macedonia  
Poland  
Portugal  
Romania  
Slovak Republic  
Slovenia

### **LATIN AMERICA/**

#### **CARIBBEAN**

Antigua/Barbuda  
Argentina  
Barbados  
Belize  
Bolivia  
Brazil  
Chile  
Colombia  
Costa Rica  
Dominica  
Dominican Republic  
Ecuador  
El Salvador  
Grenada  
Guatemala  
Guyana  
Haiti  
Honduras  
Jamaica  
Mexico  
Nicaragua  
Panama  
Paraguay  
Peru  
St. Kitts/Nevis  
St. Lucia  
St. Vincent/Grenadines  
Suriname  
Tobago  
Trinidad  
Uruguay  
Venezuela  
**NEAR EAST**  
Cyprus  
Egypt  
Israel  
Jordan  
Lebanon  
Morocco  
Oman  
Tunisia  
Turkey  
West Bank/Gaza  
Yemen

## **ANNEX B: Sample Consignment Affidavit**

I, \_\_\_\_\_, being duly sworn on his/her oath says he/she is  
\_\_\_\_\_ of \_\_\_\_\_  
and that he/she makes this affidavit for and on behalf of said agency.

That the consignee listed herein is qualified to receive and to assume complete responsibility for the disposition of supplies shipped by \_\_\_\_\_, and that the supplies shipped to such consignee will be distributed on a non-commercial basis, free of cost to beneficiaries receiving such supplies.

The name and address of the consignee

\_\_\_\_\_ agrees to continue to supply the U.S. Agency for International Development with current information concerning those authorized to receive supplies; and in the event of the improper use, to remove such designated consignees from list furnished to the U.S. Agency for International Development.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

SUBSCRIBED and sworn to before me, a Notary Public, in and for

\_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_.